

**PERFORMANCE SKILLS EVALUATION CHECKLIST  
(OPTIONAL)**

*May be used by student or teacher to record ongoing progress.*

**Student Name:** \_\_\_\_\_ **Period:** \_\_\_\_\_

**Performance rating scale:**

- 4 = Highly Skilled      Successfully demonstrated without supervision  
3 = Moderately Skilled      Successfully demonstrated with limited supervision  
2 = Limited Skill      Demonstrated with close supervision  
1 = Not Skilled      Demonstration requires direct instruction and supervision

A minimum score of 3 for each of the following performance skills must be achieved to meet state skill certification requirements—which represents attaining at least 80% competency on the applicable state core standards.

<b>PERFORMANCE SKILLS STANDARDS</b>				
<b>Standard 01 Nonverbal Communication</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Using nonverbal communication</b>				
<i>This includes the following:</i> <i>Identify the six steps of the communication process</i> <i>Practice nonverbal forms of communication</i> <i>Alter a message using only nonverbal communication</i>				
<b>Standard 02 – Grammar and Mechanics</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Use correct grammar and mechanics</b>				
<i>This includes the following:</i> <i>Using correct spelling and grammar when writing letters, memos, and reports</i> <i>Using correct punctuation when writing letters, memos, and reports</i> <i>Identifying and correcting misplaced modifiers, redundancy, lack of parallelism and incorrect word choice</i>				
<b>Standard 03– Oral Communication Skills</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Use oral communication skills</b>				
<i>This includes the following:</i> <i>Demonstrate telephone technique—</i> <i>    Answering the phone</i> <i>    Taking a telephone message</i> <i>Participate in group discussions, and role-playing personal and professional situations.</i>				

<b>Standard 04 – Reading Skills, Vocabulary, and Propaganda</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Develop reading strategies; recognize vocabulary words including homonyms, technical, business terms; and identify propaganda, facts, and opinions</b>				
<i>Read and follow simple directions</i> <i>Select correct reading methods for a particular situation (e.g. skimming, scanning, and in-depth reading).</i> <i>Identify propaganda, biased writing, and literal and inferential statements</i> <i>Practice reading skills including speed, comprehension, and retention</i>				
<b>Standard 05 – Written Communications</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Compose an e-mail, several letters, and memos.</b>				
<i>This includes the following:</i> <i>Composing an e-mail, letters and memos</i> <i>Using the direct, indirect, and persuasive approaches</i> <i>Using both Block and Modified Block</i>				
<b>Standard 06 – Listening Skills</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Practice listening skills.</b>				
<i>This includes the following:</i> <i>Practice following directions</i> <i>Practice taking notes</i> <i>Identify barriers to listening</i>				
<b>Standard 07 – Interpersonal Communication Skills</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Use appropriate interpersonal communication skills.</b>				
<i>This includes the following:</i> <i>Give examples of job discrimination</i>				
<b>Standard 08– Using Technology</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Use technology to enhance and perfect communications.</b>				
<i>This includes the following:</i> <i>Refine and enhance documents by using spell check, thesaurus, grammar check, layout, design, and graphics as needed.</i>				